**Alex O’Riordan**

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53 Leopardstown Gardens, Blackrock, Co. Dublin, A94 XA97

**Education**

August – December 2019: ESADE Law School, Ramon LLull University, Barcelona

2017 – Date: Trinity College Dublin – Bachelor of Laws (LL.B.). Ranked 27/93 in first year and 13/93 in second year.

2010 – 2016: Muckross Park College. Received 542 points in Leaving Certificate including H1 grades in English and Spanish.

**Experience**

October 2016 – January 2018: Coleman Legal Partners, 84 Talbot St, Dublin, D01 YX60

* Legal secretary to two Senior Associates in a firm of litigation solicitors.
* Primary dealings were personal injury cases and, on occasion, defamation, probate and employment law.
* Duties included case file management (using Keyhouse software), client management, calendar management, dictations, taking of minutes in meetings, drafting of court documents including, *inter alia,* Statements of Claim, Appearances, Notices for Particulars.
* This position greatly improved my organisational, ICT and time management skills. I gained excellent experience with case management software. I also gained an in-depth understanding of the operations of a law firm. I acquired professional experience as I attended client meetings and dealt with barristers and on occasion I attended hearings in the High Court.

May 2014: Byrne Wallace, 88 Harcourt Street, Dublin, D02 DK18

* Completed a week work experience in Byrne Wallace as part of my Transition Year Programme.
* Introduced to life in a solicitor’s firm and spent each day shadowing a solicitor in various departments.

**Other Experience**

November 2017 – Present: P.Mac’s Dundrum, Dundrum Town Centre, D16 RT26

* Role as supervisor and bartender.
* Part-time job during college term. Work involves assisting customers, operating tills, restocking and organizing product, food and drinks service. Supervisory role includes managing discipline of staff and handling customer complaints and queries.
* Received certification in manual handling, first aid and fire safety.

June 2018 – August 2018: YUM Ice Cream, 4150 Main St, Vancouver, BC V5V 3P7, Canada

* Supervisory role where work included assisting customers, floating of till, making roster and overseeing junior staff.

**Interests and Achievements**

* Qualified lifeguard with certificates in CPR and First Aid.
* Completed child protection training with Trinity Vincent DePaul society in order to volunteer in activities such as homework and sports clubs in disadvantaged city centre primary schools.
* Former member of RTÉ national children’s choir, Cór na nÓg (2010 – 2014). Performed in the National Concert Hall, 3 Arena, National Gallery.